

INSTRUCTIONAL SERVICES

AP 4102 CAREER EDUCATION

References:

- Title 5 Sections 55600 et seq.;
- 2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);
- 34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
- ACCJC Accreditation Standard II.A.14

Each career education program shall establish an advisory committee of industry experts. The committee shall meet at least once each academic year to review and validate the following:

- Regional need for the program
- Job opportunities with livable wages exist for graduates of the program
- Program does not unnecessarily duplicate, reduce or supplant offerings available in the District or the Region

Recruitment of advisory committee members, scheduling meetings, taking minutes, and performing other duties necessary to ensure proper functioning of the committee rests with the appropriate discipline faculty. Ensuring CTE programs are compliant with the requirement to hold advisories rests with the Vice President for Instruction or his/her designee.

Minutes of each meeting shall be held in an office designated by the Vice President for Instruction.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President for Instruction will ensure that the District complies with the United States Department of Education’s disclosure requirements for each of the District’s gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Vice President for Instruction shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

Office of Primary Responsibility: Instructional Services

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